

VACANCY ANNOUNCEMENT

(Announcement Number: 15-54)

The American Embassy in Kathmandu is seeking an individual for the position of Environmental Affairs Assistant.

OPEN TO: All Interested Candidates

POSITION: Environmental Affairs Assistant

OPENING DATE: October 19, 2015

CLOSING DATE: November 2, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent provides a full range of administrative and program support to the Regional Environment, Science, Technology and Health Office for South Asia. The incumbent schedules appointments, meetings and conferences and provides administrative and logistical support during special events. The incumbent makes travel arrangements for national and international travels.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Higher Secondary Education (Grade 12) is required.
2. At least three years of prior work experience in office administration or project management is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of office administration practices and project management is required. Basic knowledge of various environmental issues in the region including offices and agencies involved and their functions is required.
5. The ability to use various Windows-based computer applications such as MS Outlook, MS PowerPoint, MS Excel and MS Word is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm2@state.gov (write “Application for Environmental Affairs Assistant” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Environmental Affairs Assistant”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement